

Amy Lill
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Objective:

To maintain a position that will enable me to contribute to my employer's business goals and objectives. I will accomplish this by utilizing my strong academic background, internship and on the job experience.

Education:

- 2002 graduate of **Greenville College**, Greenville, IL Bachelor of Science
Major: **Business Management** Specializing in : **Accounting** GPA: 3.94/4.00
- 2000 graduate of **Kaskaskia College**, Centralia, IL Associates in Arts
- 1996 graduate of Vandalia Community High School, Vandalia, IL

Relevant Course Work:

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|-----------------------------------|-----------------------------------|
| * Introduction to Business | * International Business |
| * Consumer Behavior | * Financial Accounting I & II |
| * Marketing | * Intermediate Accounting |
| * Principles of Management | * Cost Accounting |
| * Human Resource Management | * Managerial Accounting |
| * Microeconomics & Macroeconomics | * Corporate Finance |
| * Business Law | * Personal & Corporate Income Tax |
| * Visual Basic Programming | * Auditing |

Work History:

July 2002-Current **Swetland Enterprises, Inc.**, Vandalia, IL Accountant. Perform bookkeeping duties for Swetland Internet, Inc, Swetland Supply Co., Inc., and Swetland Enterprises, Inc.
Duties include: Accounts Payable, Accounts Receivable, Inventory Control, Payroll, Financial Statement Preparation and Analysis, Customer Service, Marketing and any other duties relevant and necessary to the accomplishment of aforementioned goals and objectives.

Summer 2001 **Internship** at the Vandalia Correctional Center, Business Administration Office.
Learned and performed many of the duties of employees in the Accounting, Payroll and Timekeeping, Inventory Control, Trust, Procurement, Bookkeeping, and Accounts Payable Departments.

1998-2000 **Indian Springs Golf Club**, Vanburenburg, IL Snack Bar Operations.

Summer 1997 **Signature Label, Inc.**, Vandalia, IL Was part of an interior and exterior work crew for their new facility.

Honors and Achievements:

Listed in the *National Dean's List* book, was on the President's list while attending Kaskaskia College, a member of and scholarship recipient from Phi Theta Kappa, and a Greenville College

Scholar.

Other Skills:

Experienced user of Business Works Accounting Software, ACT!, Microsoft Works, Microsoft Office, Outlook Express, Windows NT, 2000, XP, 98, 95 & Explorer.